

CHAPTER 71
AEA EDUCATIONAL SERVICES
[Prior to 9/7/88, see Public Instruction Department[670] Ch 41]

281—71.1(273) Scope and general principles.

71.1(1) *Scope.* These rules apply to the program development and budget development processes used by area education agencies in providing educational services to local education agencies.

71.1(2) *General principles.* Educational services serve to provide leadership and educational support activities which will assist local education agencies to develop, modify, continue or enhance their educational programs. Services of this nature may be available to all students, teachers, parents of school-age children, and administrators of public and nonpublic education agencies within the boundaries of a given area education agency. These services will be coordinated with the services of other educational agencies including institutions of higher education.

This rule is intended to implement Iowa Code sections 273.2(1) to 273.2(5) and 273.7.

281—71.2(273) Definitions. For the purposes of this chapter, the following definitions apply.

“*AEA*” is an acronym for area education agency.

“*Agency*” refers to an AEA.

“*Board*” refers to an AEA board of directors.

“*Department*” refers to the department of education.

“*Educational services*” refers to programs and services authorized by Iowa Code sections 273.2(1) to 273.2(5) and 273.7, as well as programs and services provided as a result of compliance with rule 71.3(273).

“*LEA*” is an acronym for local education agency, a term which refers to public and nonpublic schools, AEAs and merged area school corporations.

This rule is intended to implement Iowa Code sections 273.2(1) to 273.2(5) and 273.7.

281—71.3(273) Responsibilities of area education agencies.

71.3(1) *Program approval.* Each AEA shall submit to the department an educational services program plan and budget by December 1 of each year for the succeeding fiscal year. The agency shall determine the educational services program plan after reviewing needs assessment information, advisory committee recommendations, staff recommendations, and legislative mandates. The educational services plan shall include a narrative section describing how the overall educational services program was determined, and shall then describe each specific program of services. The structure of each specific program description shall be as follows:

1. Program name.
2. Program advisory committee structure (if applicable).
3. Program roster indicating all positions and their full-time equivalencies (FTE) charged to that program.
4. Program overview.
5. Program goals.
6. A description of the process to be used to evaluate the program’s success.

71.3(2) *Needs assessment.* Programs of educational services shall reflect identified needs of users or potential users of those services. Formal needs assessment activities shall be conducted on a periodic basis, but shall not be conducted less often than once every three years.

A description of the needs assessment method and frequency shall be submitted as part of the narrative section of the annual program plan under 71.3(1). A summary of the results of the current needs assessment must be on file in each AEA and available upon request.

71.3(3) *Educational services advisory committees.* Each AEA board shall utilize an advisory committee system for the purpose of gaining and exchanging information concerning the educational services program. The number of advisory committees, their duties, and their membership shall be determined by the agency, except that each committee shall be composed of a wide spectrum of users or potential users of the service(s) which that committee was formed to advise upon.

A brief description of the advisory committee system in effect shall be included as part of the narrative section of the annual program plan submitted under 71.3(1).

71.3(4) *AEA board of directors and educational services staff responsibilities.* Educational services shall be served by a director who may fulfill other staff responsibilities within educational services, or administer personnel or hold other supervisory responsibilities within the agency. The director is directly responsible to the AEA administrator. The director shall hold an Iowa professional teaching certificate with supervisory or administrative endorsement. The board may establish such other minimum qualifications as it deems appropriate.

Educational services programs and budgets which are submitted to the department shall have prior board approval. The director, through the agency administrator, shall make recommendations to the board when consideration is given to initiating, discontinuing, or changing the direction of a program. The board has the final responsibility of program initiation and termination.

This rule is intended to implement Iowa Code sections 273.2(1) to 273.2(5) and 273.7.

281—71.4(273) Responsibilities of the department.

71.4(1) *Forms.* The department shall furnish to each AEA by July 1 of each year all such forms and instructions as shall be necessary for the submission of AEA educational services program plans and budgets.

71.4(2) *Assistance.* The department shall make available advice, assistance and coordination to each agency in the processes of educational services program and budget development by assigning such appropriate liaison staff as are within its budget to provide.

This rule is intended to implement Iowa Code sections 273.2(1) to 273.2(5) and 273.7.

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